

# Course : Klaxoon: animate your training sessions and meetings with the board

*Practical course - 1d - 7h00 - Ref. LAX*

*Price : 740 € E.T.*

★★★★☆ 4,7 / 5

Klaxoon is a pedagogical tool that boosts the participation and memorization of participants in meetings and training sessions. At the end of this hands-on workshop, you'll be able to master board creation and facilitation, as well as all the activities required to run innovative meetings and training sessions.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Get to know the tool's various functions
- ✓ Identify animation sequences that can be enhanced by using Klaxoon
- ✓ Create brainstorming, quizzes, polls...
- ✓ Organize Klaxoon activities.

## Intended audience

Trainers, team or project managers, and more generally anyone wishing to energize their meetings or training sessions.

## Prerequisites

Basic computer skills.

## Practical details

### Hands-on work

Building and running Klaxoon activities. Implementation.

### Teaching methods

Active teaching.

## Course schedule

### PARTICIPANTS

Trainers, team or project managers, and more generally anyone wishing to energize their meetings or training sessions.

### PREREQUISITES

Basic computer skills.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## 1 Mastering the Klaxoon environment

- Klaxoon presentation and overview of the different uses of the tool for training and meeting facilitation.
- Familiarize yourself with the interface and its many menus.
- Navigate your activities with Worlshop studio.
- Duplicate Klaxoon activities.

### Exercise

Getting to grips with Klaxoon from the host and participant angles.

## 2 Mastering the board, Klaxoon's core business

- Discover the board: a virtual whiteboard on which participants place ideas in the form of post-it notes.
- Create, modify, delete a board.
- Enrich a board with multimedia elements (images, videos, links) and multi-format documents (pdf, powerpoint, word, excel).
- Use and discover templates to create boards quickly.
- Learn essential keyboard shortcuts.
- Connect participants: username, access code, network, e-mail.

### Exercise

Get to grips with Klaxoon from the host and participant angles, and create a board.

## 3 Create Klaxoon activities

- Create quizzes, polls, live questions and boards.
- Prepare and create a training session or meeting in Klaxoon.
- Launch a Klaxoon training session or meeting.

### Exercise

Creation of a Klaxoon presentation.

## 4 Klaxoon activities

- Vary activities and animation formats.
- Use activity results (statistics, surveys, opinions, etc.)
- Edit meeting minutes.
- Go further with Klaxoon: discover the session and its animation resources.
- Use Klaxoon online help.
- Discover Klaxoon Academy.

### Role-playing

Animation of a sequence integrating Klaxoon activities.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## Dates and locations

### REMOTE CLASS

2026 : 1 June, 12 Oct.

### PARIS LA DÉFENSE

2026 : 1 June, 12 Oct.